

SECRET

DDR-854-62
21 December 1962

MEMORANDUM FOR: Logistics Services Division
SUBJECT: Cleaning Requirement

1. It is requested that a schedule be devised allowing for char force personnel to clean and wax the floor of the H E P C Laboratory (5F38) on a monthly basis. This action is designed to lessen the eroding and deteriorating effect of dust particles on sensitive equipment located within the Lab area. At present, this area is cleaned quarterly which does not provide adequate protection to public property.

2. If possible, we request that one evening every fourth week be reserved for cleaning and waxing this area. Since the Lab is located in a controlled access space, a staff member will have to be present on the evening so designated. Normally, the Lab is open each evening except Friday until eight o'clock. If scheduling can be arranged between 18:00 and 20:00, no hardship will be imposed on H E P C personnel.

3. [redacted] may be contacted for further information regarding this request.

[redacted]
Executive Assistant
Deputy Director (Research)

O/DDR [redacted] (20 Dec 62)
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